

# ***ARC Booking Policies and Procedures***

## **First Priority**

First priority will be given to conventions which are state, regional, national, and international in nature, and which will have significant economic impact on the community in terms of hotel room occupancy. A signed, fully executed contract for first priority events may be issued at anytime prior to the convention date.

The event date is tentative on the ARC books until the ARC receives a signed contract from the booking organization. The function will be considered booked and the date definite after receiving the signed contract. The signed contract must be returned within 60 days of date of contract. If the contract is not received within the 60 days, the ARC will release the date being held on a tentative basis.

A 50% deposit is required a minimum of one year prior to the date of the event to continue to hold the event dates on a definite basis. Should the deposit not be received, the ARC reserves the right to release the date for other bookings.

First priority bookings will be offered the option of providing the ARC with a signed contract and a completed and approved credit application in lieu of a signed contract and deposit. The group will be considered definite with a signed contract and approved credit application.

Complete payment of remaining balance is required 30 days prior to date of event.

## **Second Priority**

Second priority will be given to trade shows and multiple day public shows. A signed, fully executed contract for second priority events may be issued 364 days prior to the event date.

The event date is tentative on the ARC books until the ARC receives a signed contract and a 50% deposit from the booking organization. The function will be considered booked and the date definite after receiving the signed contract and 50% deposit. The signed contract and deposit must be returned within 21 days of date of contract. If the contract is not received within the 21 days, the ARC will release the date being held on a tentative basis.

Complete payment of remaining balance is required 30 days prior to date of event.

### **Third Priority**

Third priority will be given to local multi-day or one day local and social events. A signed, fully executed contract for third priority events may be issued 364 days prior to the event date.

The event date is tentative on the ARC books until the ARC receives a signed contract and a 50% deposit from the booking organization. The function will be considered booked and the date definite after receiving the signed contract and 50% deposit. The signed contract and deposit must be returned within 14 days of date of contract. If the contract is not received within the 14 days, the ARC will release the date being held on a tentative basis.

Complete payment of remaining balance is required 30 days prior to date of event.

#### ***Blackout period:***

*A black-out period has been established in the spirit of preserving Mardi Gras events for the local area. During the period between Ephiany and Fat Tuesday, no events are to be booked that would conflict with established Mardi Gras events. During this period, dates not utilized by Mardi Gras events may be utilized by other events. (Effective Feb 2015)*

#### **Definition of a Rental Day:**

A rental day is defined as beginning at 8:00 AM and concluding at 11:59 PM of the same date. Rental rates are assessed for areas of the ARC on a full rental day basis only. An additional charge of \$250 per hour (or part thereof) may be assessed for additional time prior to or after these hours.

#### **Financial Policy:**

- 1) If bookings occur 30 or less days prior to the event, full payment is due at time of booking.
- 2) Governmental agencies will be allowed to provide the ARC with a signed contract and official hard-copy purchase order for the full estimated amount of the rental in lieu of a signed contract and 50% deposit. The group will be considered definite with a signed contract and purchase order. Full payment is due in accordance with the purchase order agreement.
- 3) For all three priority groups, once a two-year payment history is established, with deposits and full payments being received on time, the ARC may waive the deposit fee for a group for the third and future year bookings as long as a signed contract has been executed. Full rental payment will then be due 15 working days prior to the event.

#### **Rental Concessions:**

Special rental concessions will be given to first and second priority clients using the full building. Concessions will be offered to groups who assist in fulfilling the ARC'S mission and objectives.

Due to the economic impact of citywide convention business and of large tradeshows that cannot be housed in other private local facilities, the following concessions will be offered on full building rental:

- 1) \*First Priority Bookings consuming 1000 rooms or more per night would completely offset the \$4500 rental fee. A \$500 labor set-up fee will be assessed per day.
- 2) \*First Priority Bookings consuming 750 to 999 rooms per night would offset \$1500 of the \$4500 rental fee for a rental fee of \$3000 per day plus a \$500 labor set-up fee per day.
- 3) Second Priority Bookings with no ARC staff set-up requirements will be charged \$3000 for the first day and \$2500 per day for each additional day, provided that there are no changes to the set-up requiring additional ARC labor or security. If ARC labor is required for set-up a \$500 labor set-up fee will apply for the day in which the changes occurred.
- 4) Second Priority Bookings with ARC staff set-up requirements will be charged \$4500 for the first day and \$2500 per day for each additional day, provided that there are no changes to the set-up requiring additional ARC labor or security. If ARC labor is required for set-up a \$500 labor set-up fee will apply for the day in which the changes occurred.
- 5) Staging fees will only be negotiable for First Priority Bookings (convention and large meeting business).

\*Note: Each night of total rooms totaling the requirements in concessions one or two will offset one day of rental as outlined in that particular concession. First Priority Bookings will be asked to sign a contract stating they will pay for the required rental day amount should the room night numbers fall below the established parameters in concessions one and two on any night of the convention/meeting. It will be the responsibility of the convention/meeting planner to provide written confirmation from area hotels of room night consumption to the ARC.

### **Catering:**

All caterers will be required to sign an agreement with the ARC acknowledging that upon completion of an event the Facility Director or Manager on Duty will inspect all catering facilities. If the inspection proves to be unsatisfactory the caterer will be billed for all clean up and repairs. There will be a minimum charge of \$250.00.

### **Contracts:**

All contracts will be considered binding definite agreements when signed by the client and the ARC.

**Cancellations:**

Clients of ARC will forfeit deposits paid to the ARC when canceling an event for any reason and at any time prior to event.

In addition, contracts will be enforced for the remaining balance as follows:

364 days to 274 days prior to event	25% of remaining balance
273 days to 183 days prior to event	50% of remaining balance
182 days to 91 days prior to event	75% of remaining balance
90 days or less	100% of remaining balance

**Policy Deviations:**

All requests for deviations from the policies listed above must be received in writing and formally approved by the APACVB Board. This process could take 45 days or more for the Board to meet and render a decision on the request.